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SECTION IV-A

SUPPORT SYSTEMS FOR "IN-SERVICE" TRAINING DEVICES

1. PERFORM POST-PRODUCTION SUPPORT (PPS).

Support for a fielded trainer comes from the Program Directors (PDs), Project Managers (PJMs), and In-Service Engineering Offices (ISEOs). Support is available for customers who support the fleet's shore, sea, and air training programs and planning operations. As on-site extensions of NAWCTSD's total organization, the ISEOs are involved in the performance of tasks and functions that encompass the entire spectrum of Cog 2"0" training system life-cycle processes. This includes concept formulation and advance planning through acquisition and operational life cycle phases in support of users and custodians of such systems.

2. IN-SERVICE ENGINEERING OFFICES (ISEOs).

a. Mission/Duties.

The NAWCTSD assigns In-Service Engineers (ISEs) to ISEOs which are established near the equipment they support. The principal mission of an ISEO is to perform quick response modifications (QRMs). The principal duties of the ISEOs are:

(1) Perform software modifications including the requirements definition analysis, Cost and Lead Time (C&LT) development, design, testing, fabrication, and documentation.

(2) Perform systems engineering of all software/hardware changes, except those to be contracted out.

(3) Perform configuration management functions to identify and control all trainer software and documentation for each trainer supported. Provide configuration status accounting in accordance with established procedures.

(4) Coordinate and provide "Tiger Team" efforts including installation of software and problem solving at other sites involving the same trainer type.

(5) Chair Local Change Control Boards (LCCBs), which are comprised of user/custodian and NAWCTSD representatives.

(6) Support Project Engineers (PEs) on software development during planning, acquisition, and major Engineering Change Proposals (ECPs). Participate in the management of in-process and design reviews. Review deliverables. Assist in development of precontractual requirements, Statements of Work (SOWs), data items, and testing.

b. Representative ISE Functions.

A detailed listing of ISE functions is provided in NAVTRASYSCENINST 4350.5B, Naval Training Systems Center In-Service Engineers (ISEs), 10 Feb 92. The following is an abbreviated list of those functions:

(1) Perform engineering analysis of Training Equipment Change Requests (TECRs). From the analysis, develop general design specifications and related cost and lead time estimates (C&LTEs).

(2) Provide device Post-Production Support (PPS), Logistics Support Analysis (LSA), and maintenance engineering reviews.

(3) Provide Engineering and Technical Services (ETS) Support to device custodian, COMS CORs, and other custodian representatives.

(4) Perform as NAWCTSD's on-site Product Support Improvement Program (PSIP) agent.

(5) For assigned devices, provide on-site product support coordination and assistance for other NAWCTSD engineering and logistics support personnel.

(6) Perform as on-site, two-way NAWCTSD point-of-contact (POC) to facilitate commu-

nications between NAWCTSD and its customers.

(7) Provide technical assistance to Training Device Project Team members during new device acquisitions.

c. Determining Need for Requesting and Obtaining ISE Support.

(1) At sites where there is a local ISEO, short term assistance can be obtained by a telephone call to the ISEO. The request will usually be followed by a visit to the requesting organization by a local ISE. Actions already accomplished will be reviewed to determine the scope of the effort required to solve the problem and develop a plan of corrective action. At sites where there is no ISEO, assistance should be requested from the PJM in Orlando. (The ISEO telephone numbers are provided in Appendix E.)

(2) User/custodian requests for additional ISE support should be submitted to the appropriate NAWCTSD Program Director(PD). The composition of NAWCTSD's on-site workforce is tailored by NAWCTSD to be as responsive and as cost effective as possible within relative priorities, available resources, and SYSCOM personnel resource sponsorship.

(3) To optimize the use of NAWCTSD's limited ISE resources, supported activities are requested to ask for ISE services only in certain situations. These include instances where Cog 2"O" training equipment support problems are encountered that cannot be timely resolved through the use of existing activity resources. Activities are also requested to cooperate with the ISEOs to resolve any ISE work priority conflicts. The activity should give any cooperation and assistance requested by the ISEOs to enable them to provide the desired support.

SECTION IV-B

CONFIGURATION MANAGEMENT OF COG 2"O" TRAINING EQUIPMENT

1. PROGRAM OVERVIEW.

a. General.

Cog 2"O" training device configuration management involves almost every operating code of the NAWCTSD. It also involves the equipment users and custodians as well as the equipment sponsors and cognizant System Commands (SYSCOMs). The principles of Configuration Management (CM) are employed to propose, review, approve and to execute engineering changes.

b. Configuration Management Program.

It is DOD and Navy policy to apply CM to permit orderly development of a Configuration Item (CI). Applicable DOD and Navy instructions on this subject include: DOD Directive 5010.19 and SECNAVINST 5000.2A. The NAWCTSD supports the CM responsibilities of the Naval Air Systems Command (NAVAIRSYSCOM) and the Naval Sea Systems Command (NAVSEASYSCOM) and other commands and agencies with whom NAWCTSD conducts business. Such support may include the systematic proposal, justification, evaluation, coordination, approval or disapproval, and implementation of all approved changes in the configuration of a CI after formal establishment of the baseline. (NAVTRASYSCENINST 4720.1L applies.) Other elements of CM include status accounting and change control (for which Change Control Boards exercise responsibility). At the NAWCTSD, the Configuration Management Support System (CMSS) provides status accounting via a computer based system which tracks the identity and status of changes to training equipment. The Training Equipment Change Control Board (TECCB) provides change control.

c. Types of Requirements.

Requirements for engineering changes can occur for many reasons. Some of these are: the need to reflect changes in the operational equipment simulated or stimulated by a training device; desires by the using community to expand training device capability or application in their program; training device operator, maintenance, or engineering support personnel suggestions for improving device maintainability, reliability, supportability, safety or service life; the need to make the equipment operate in a joint mode with other training equipment; changes in the tactical or operational environment of the operational equipment simulated; and decisions that it is more cost effective to modify part of the device rather than perform Depot Level Maintenance and Overhaul (DLMO). Any of these requests could have been influenced by the advent of new technological discoveries or products that have occurred since the equipment was placed in service.

d. Origination of Modification Requests.

Types of requests for changes to training devices can originate from three sources:

(1) Proposed changes from tactical Weapon System Engineering Change Proposals (WSECPs) are originated by the weapon system contractor or the SYSCOM program office.

(2) Trainer Engineering Change Proposals (TECPs) are originated by a training device contractor.

(3) Technical Engineering Change Requests (TECRs) for training characteristics changes and for maintainability, reliability, supportability, or safety are originated by training device custodians, maintainers, or users. TECRs for maintainability, reliability, supportability, or safety may also be submitted by NAWCTSD engineering and technical personnel.

e. Funding.

(1) SECNAVINST 7040.6B, paragraph VI-C, states that modification is an investment cost. The cost of labor and expense items of material for modifications and the dis-

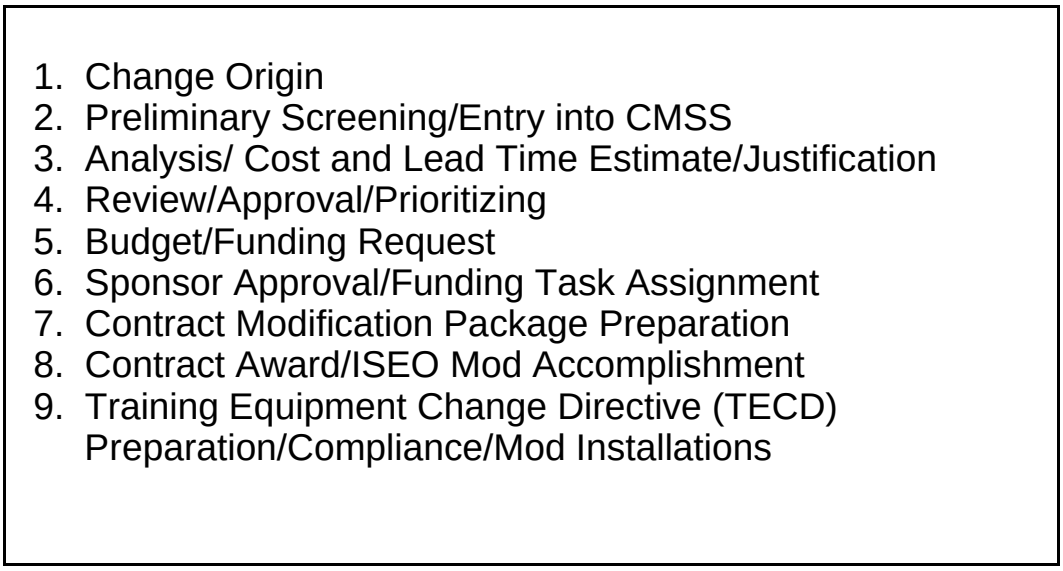

Figure IV-B-1. Engineering Change Processing Events

posal of no-longer-needed materials below depot level are expenses. When the costs for modification, including the cost of investment items of equipment to be installed, are greater than the costs to perform the required maintenance exclusive of any modifications, the total effort will be an investment cost.

(2) Training characteristics modifications are funded by the various types of acquisition funds (Aircraft Procurement, Navy (APN) and Weapons Procurement, Navy (WPN)) from the involved SYSCOMs' programs. Logistics modifications are paid for primarily by Operation and Maintenance, Navy (O&MN) funding. Changes involving joint operation of training devices with other equipment are paid for by acquisition funds (for hardware) or acquisition O&MN funds (for software) that may be from several different acquisition funding sponsors. (See Volume 7 of the Navy Comptrollers Manual.)

(3) O&MN funded modifications are of special concern because the funds expire during the same fiscal year in which they are allocated. The NAWCTSD ISEOs are heavily involved with O&MN modifications for this reason, i.e., they often require quicker reaction time than is available using normal contracting processes.

(4) The principal vehicle for requesting modifications for use by device users and custodians is the TECR, using NAWCTSD Form 4720/2. (A copy of the form is provided in Appendix C.) The form should be filled out and submitted in accordance with the latest version of NAVTRASYSCENINST 4720.1.

(5) There are two types of TECRs: A trainer characteristic modification request which, when approved and funded, will be funded with the sponsor's investment funds; and a maintainability, reliability, safety, or supportability modification request which, when approved and funded, will be funded with SOM O&MN funds. (These O&MN funds also must come from the sponsor who transfers them to the NAWCTSD for designated use.)

(6) Those who have or will submit TECRs should realize that the NAWCTSD has no continuous year-to-year block of SOM O&MN funds. It only has funds provided to it by the cognizant SYSCOM. Its ability to get such funds is dependent upon the priorities which the cognizant SYSCOM decides upon for Cog 2"O" devices in comparison to competing requirements related to direct

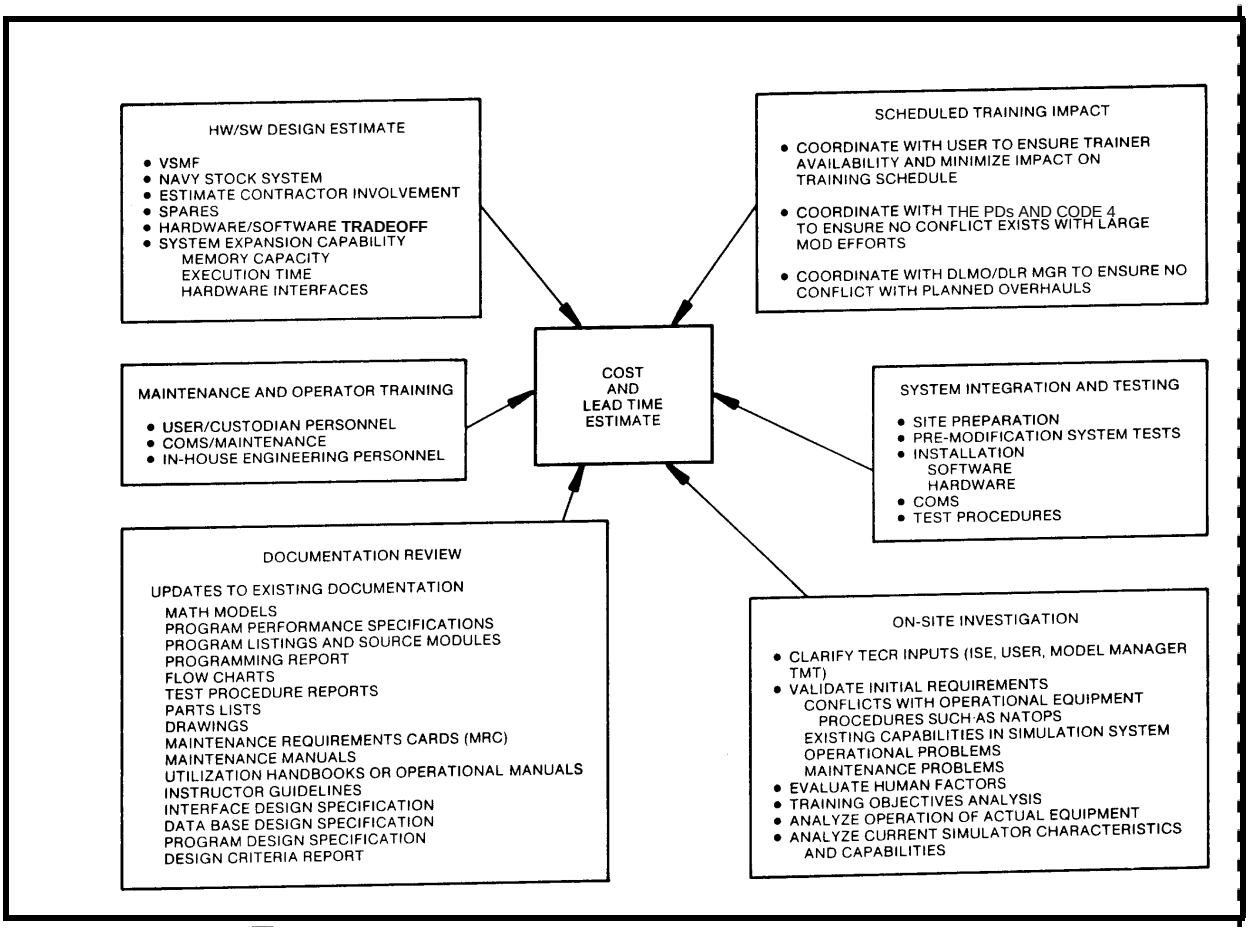

Figure IV-B-2. ISEO Cost & Lead Time Development Actions

support of operational systems. TECR submitters should reflect realization of this when filling out the 'impact if not provided block' on the TECR form. Impact statements should relate to impact on training operators or maintainers of weapon systems operational platforms, rather than impact on the device itself, if they wish to gain sponsor support for their proposed modification.

f. Cost and Lead Time Estimates (C&LTE)

Each C&LTE requires considerable effort. Figure IV-B-1 illustrates the kinds of actions needed to assess the total time, effort, and resources required to accomplish the modification.

2. ORIGINATION OF ENGINEERING CHANGES AND PROCESSING.

a. The types of engineering change requests to training equipment can originate from four sources:

(1) Proposed changes from tactical Weapon System Engineering Change Proposals (WSECPs) are originated by the weapon system contractor or the SYSCOM program office.

(2) Trainer Engineering Change Proposals (TECPs) are originated by a training equipment contractor during the acquisition process.

(3) Requests originated by training equipment custodians, maintainers, or users.

(4) Requests originated by NAWCTSD engineering and technical personnel. Change requests (1) and (2) are prepared and submitted in accordance with military standards (MIL-STD-973, Configuration Manage-

ment, 17 Apr 92). Form 4720/2, Rev. 4/90, Training Equipment Change Request, should be utilized. Change requests (3) and (4) are prepared and submitted following NAWCTSD procedures (NAVTRASYSCEN Notice 4720, Cognizance 2"0" Trainer Modification Processing and Control Procedures, 9 May 90).

b. Review and distribution of changes occur as follows:

(1) WSECPs may be received by the NAWCTSD at the same time they are received by the SYSCOM program office or may be sent by the program office for review for possible training equipment impact. Screening also may be performed by a Chief of Naval Education and Training (CNET) designated authority.

(2) TECPs are submitted to the NAWCTSD Contracts Competency (Code 2.7).

(3) TECRs are submitted to the NAWCTSD via the appropriate operational chain of command. Normally, these TECRs should be discussed and coordinated with the NAWCTSD ISE if one is available on site. The originator will include copies to all custodians of like or related training equipment and the assigned ISEO/TSSA.

c. The internal NAWCTSD processing of all three types of change request will be identical. Figure IV-B-1 lists the major events of this process.

d. After an initial screening, the change proposal is entered into the CMSS, and scheduled for review by the TECCB.

e. An analysis is performed, a C&LTE is prepared, and the justification for the change is summarized. Figure IV-B-2 illustrates the kinds of actions the engineers may have to perform in order to assess the total time, effort, and resources required to accomplish the modification.

f. The change is presented to the TECCB for review. If the TECCB decision is that the change is not appropriate for installation in the trainer, the following action will be taken:

WSECPs will be entered into the CMSS as NOT APPLICABLE;

TECPs will be entered into the CMSS as DISAPPROVED;

TECRs will be returned to the originator by the PD with explanatory comments; and

A status code of RETURNED will be entered in the CMSS.

g. If the modification is determined to be applicable and no funds have been identified, the TECCB will enter its status in the CMSS as APPLICABLE UNBUDGETED. The type of funds required and the funding year will also be entered.

h. The assigned PD will periodically forward and coordinate listings of applicable unfunded modifications to the appropriate funding sponsors for inclusion in their planning, programming, and budgeting process.

i. When sponsor approval occurs, the PD will initiate action to implement the modification. The status is entered into the CMSS as APPROVED, BUDGETED FY --.

j. Upon receipt of funds, either a contract is issued to industry, or tasking is made to one of the ISEOs to design, develop, document, install, and test the modification. The status is entered into the CMSS as PROTOTYPE IN PROCESS. Figures IV-B-3 and IV-B-4 illustrate the typical hardware and software modification process for training equipment.

k. Modification milestone reporting consists of the following planned and actual dates entered into the CMSS:

(1) Contract award ISEO tasking;

(2) Prototype complete;

(3) TECD submitted to NAWCTSD;

(4) Engineering complete/kits shipped;

(5) Kit installation by serial number;

(6) Last kit installed/project complete.

l. As part of the modification documentation, a Training Equipment Change Directive (TECD) is prepared. This document authorizes and directs the installation of a modification in the designated training equipment. The appropriate OPNAV Form 4790 will be completed and delivered to the training activ-

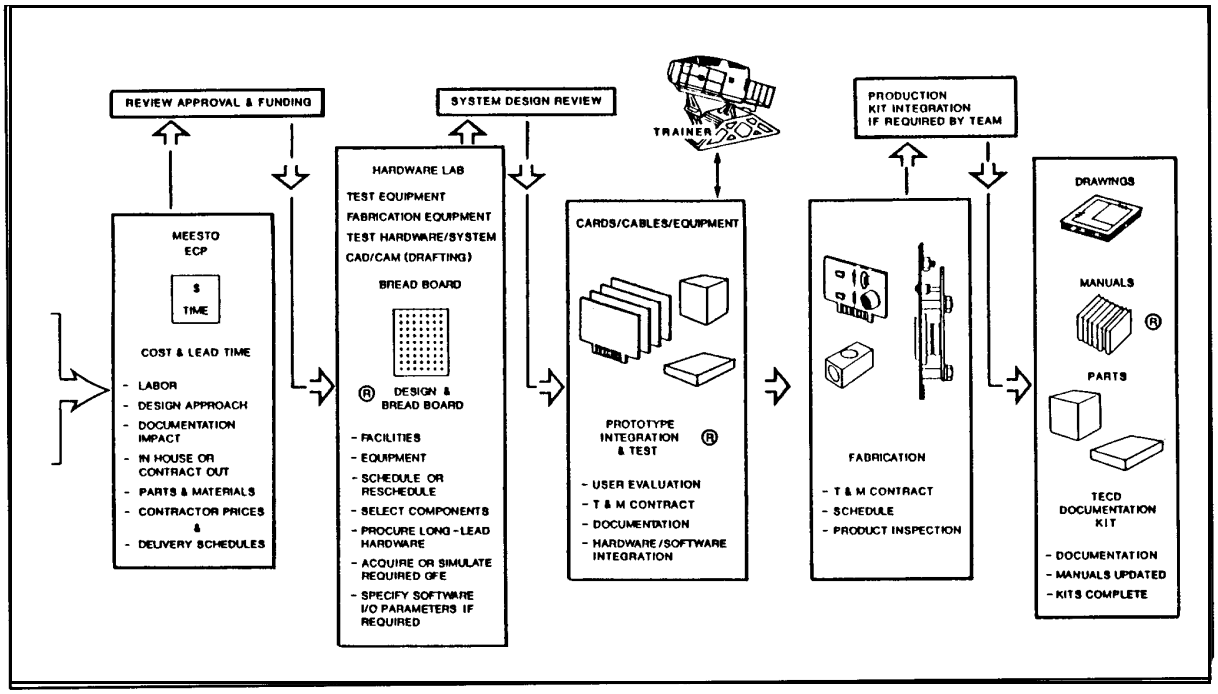

Figure IV-B-3. Hardware Change Process

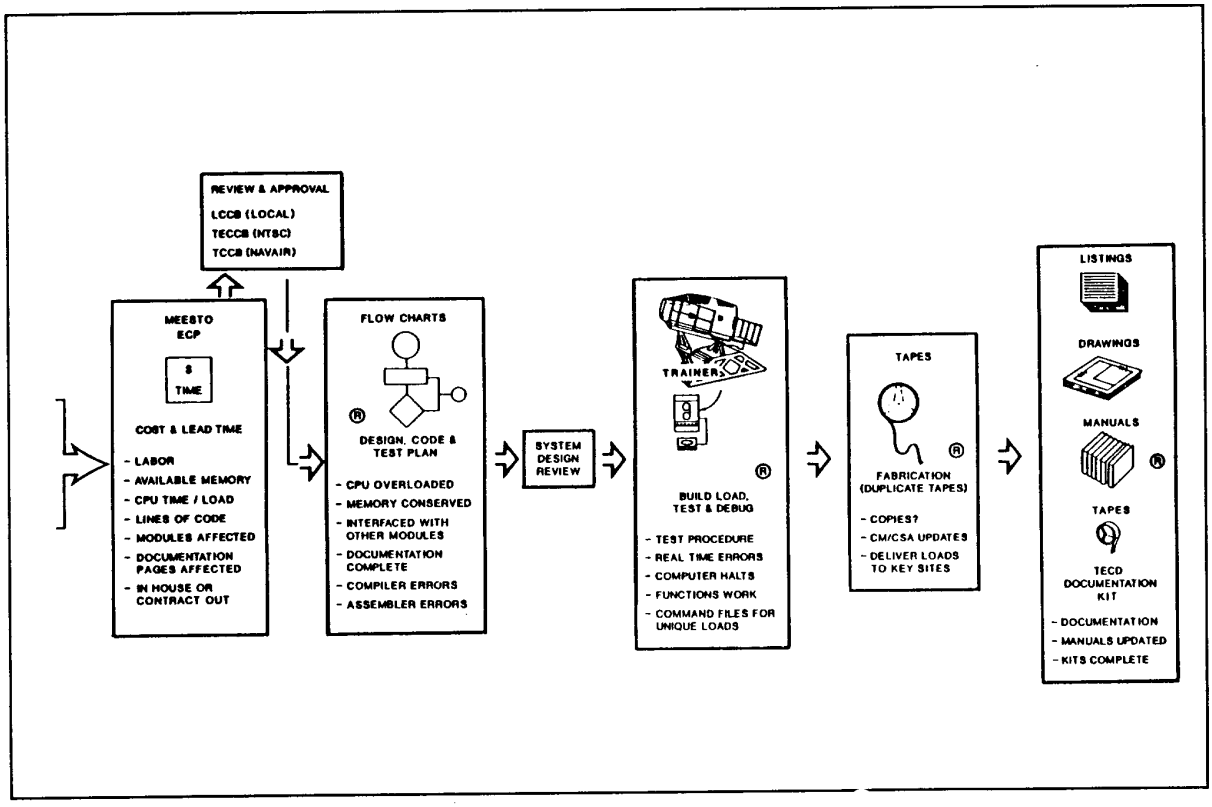

Figure IV-B-4. Software Change Process

ity when completing modification of equipment for which NAVSEALOGCEN is the Configuration Data Manager (CDM). Most equipment sponsored by NAVSEA and SPAWAR meet this criteria.

m. Training equipment change kits are stocked with a DD-1149, Requisition and Invoice/Shipping Document. They are then shipped either directly to, or through, the local In-Service Engineering Offices (ISEOs) to the training equipment custodian activities. Local ISEs can assist in any difficulties related to installing and checking out the modifications. The DD-1149 will include, as a minimum in block 4, the device designator, TECD number, stock number (if applicable), description, quantity, unit price, and total price. In situations where portions of the modification kit have been delivered in advance, appropriate annotations will be made on the DD-1149. Device custodians receiving the kit are required to forward one copy of each DD-1149 to the stores/property accounting activity, to obtain a Cog 2"O" receipt in the Appropriate Purchase Account (APA) under Financial Inventory Report (FIR) Code D-6. (Also see Navy Comptroller Manual, Vol. 5, Chapter II, undated.) Fiscal officers of accounting activities have responsibility for maintaining the official plant property records of supported activities and the submission of required financial reports.

n. The cost is to be expended to the plant property account under FIR Code K-1 and added to the cost of the applicable serial numbered training equipment. Appropriate portions of Block 19 of the DD-1149 will be completed and one copy returned to the shipping activity noted in Block 1 of the form. One copy of the DD-1149 should be retained by the custodian activity for their records.

SECTION IV-C

CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS (COMS)

1. COMS PROGRAM.

a. The COMS program was developed as a result of the Secretary of the Navy's (SECNAV) decision to disestablish the TRADEVMAN (TD) rating. The purpose of the COMS program is to provide commercial contractor personnel, with requisite skills, to operate and maintain training systems formerly maintained by TD personnel.

(1) Overall planning for the Aviation COMS program is promulgated by the Chief of Naval Operations, Air Warfare Division,(N88). The Chief of Naval Operations, Aviation Manpower and Training Branch, (N889), is responsible for planning and establishing the Aviation COMS program, policies, and priorities. The Aviation COMS program is planned, programmed, budgeted, and routinely managed by the Commander, Naval Air Systems Command (COMNAVAIRSYSCOM), PMA-205. OPNAVINST 1551.11 provides details on relative responsibilities of all organizations involved in the COMS program for Aviation training devices. Commencing with Program Objective Memorandum (POM), COMS programming and budgeting responsibilities shifted to the cognizant major claimant training commands. The NAWCTSD provides COMS program technical and management support as well as centralized contracting via air tasking from COMNAVAIRSYSCOM.

(2) Implementation of the COMS program for Surface and Undersea training systems within the Naval Education and Training Command is the responsibility of the Chief of Naval Education and Training (CNET). The NAWCTSD is assigned as the COMS centralized contracting agency, and provides engineering/technical review of the COMS contract performance, and develops COMS resource requirements and justification compatible with the POM cycle.

(3) The COMS program for Marine Corps Ground training systems is the responsibility of the Commander, Marine Corps Systems Command (MARCORSYSCOM). The NAWCTSD provides technical, management, and contractual support for the Marine Corps COMS Program.

b. The Air, Surface, Undersea, and Marine Corps communities each have a somewhat different approach to COMS which fits their own unique situation.

(1) The Aviation community, both Navy and Marine Corps, uses COMS contracts on a weapon system basis. The advantage of contracting for COMS by weapon system for all devices supporting that weapon system regardless of location, is that technical liaison and mutual assistance between COMS, CORS, and COMS contractor personnel can cross sites. The Aviation COMS program contracts are awarded primarily by weapon system for an initial period of up to one year, with up to four additional one-year options.

(2) The Surface and Undersea communities (both Navy and Marine Corps) prefer to separate COMS workload by site and geographical area basis. The advantage of contracting for COMS by site or geographical area is that Navy personnel only have to deal with one contractor on the site. Surface and Undersea COMS program contracts are awarded primarily by site or base or geographical location for an initial period of up to one year, with four one-year option periods.

2. THE COMS FUNDING AND CONTRACTUAL PROCESS.

a. Unlike simulator acquisition, the COMS program is funded by Operation and Maintenance, Navy (O&M, N) and Marine Corps (O&M, MC) appropriations. These funds must be used within the fiscal year for which they are appropriated. Therefore, COMS contracts are awarded for the months remaining in the fiscal year, with provisions for several consecutive one-year options.

b. The COMS contracts are performance-based firm fixed price (FFP) competitively negotiated service contracts. The procedure is to initially release a Request for Proposal (RFP) requesting each offeror to submit a price and technical proposal. After evaluation (price and technical) and discussions, a Best and Final Offer (BAFO) is issued to those offerors who have submitted acceptable proposals. Award is made to the lowest acceptable offeror.

3. MEASUREMENT OF PERFORMANCE.

a. Performance under the COMS contract is based upon the availability of the simulator as opposed to the number of personnel assigned to the contract. In particular, the contractor performance is based upon a percentage called the Contractor Performance Factor (CPF) which uses the formula: CPF= 100 (ORT+NCD)/ (ORT+ CD+ NCD), where ORT = operational ready time, NCD = non-chargeable downtime, and CD = chargeable downtime. The COMS contracts require a CPF of 95%.

b. Although the CPF is the prime quantitative measure of performance, other indicators include completion of preventive maintenance tasks, the quality of completed maintenance work, and the cleanliness of assigned equipment and areas.

4. COMS PROGRAM PROCEDURES.

a. Planning and Management.

The COMS program planning and management process is depicted in the network diagram (Figure IV-C-1) which shows the major management activities and milestone events. Once under contract, COMS will continue until terminated by the cognizant training agent.

b. Funding.

In order to get a valid COMS requirement funded, the user/custodian Command must bring the requirement from its inception through various levels of sponsorship echelons, be approved by the CNO, and entered into the planning, programming, and budgeting process (PPBS). A budget line approval in the Program Objective Memorandum (POM) is final confirmation of a firm COMS requirement as well as providing the means of meeting the requirement. The NAWCTSD provides support by helping the training user/custodian community justify the COMS requirements. After CNO approval of the COMS requirements, NAWCTSD is charged with the responsibility of obtaining and administering satisfactory contracts responsive to the needs of the user community.

c. Procedure After Funding Approval.

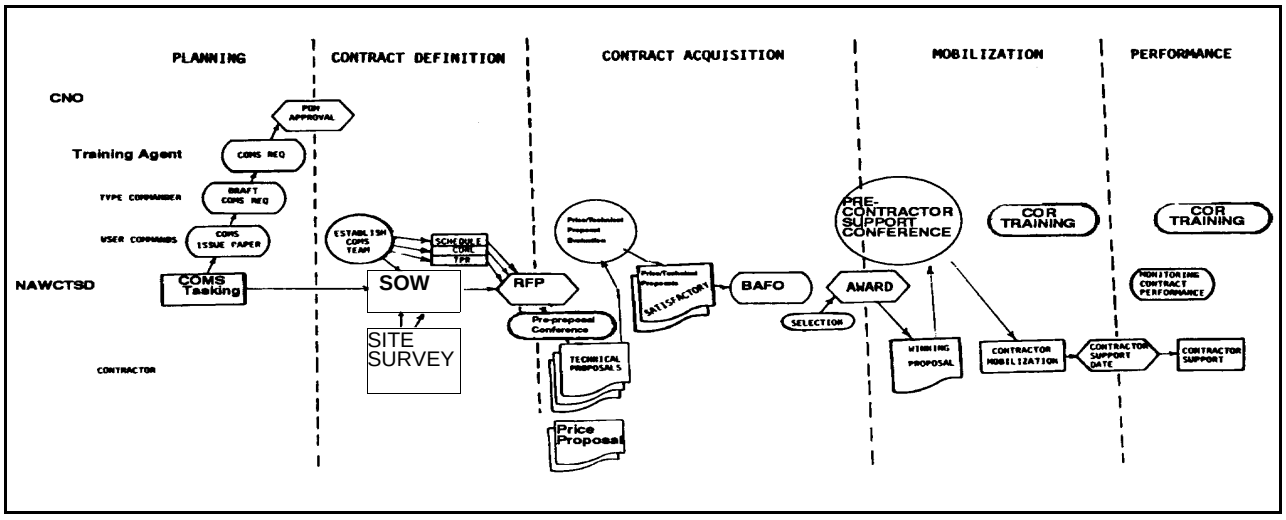

Figure IV-C-1. COMS Network Diagram

Once the COMS requirement has been approved and funds are available, NAWCTSD initiates a formal COMS task to obtain a COMS contract, and establishes a formal COMS project team comprised of interdisciplinary specialists from the user commands as well as NAWCTSD. The head of a typical COMS team is called the COMS Manager. Usually the COMS Manager is assigned early in the planning phase and participates in the analysis and site survey assisting the training user community defining COMS requirements.

d. Planning Phases.

During the contract definition phase, the COMS team will develop the Statement of Work (SOW) and provide a draft contract schedule, the Contract Data Requirements List (CDRL), and the Technical Proposal Requirements (TPR). Data collected in the planning phase and during the site survey will be utilized in construction of the SOW. It is important that each work statement in the SOW be accurate and definitive as this is the primary document against which contractor performance will be evaluated. An overview of the COMS SOW is given in Figure IV-C-2.

e. Technical Proposal Requirements (TPR).

The TPR is designed to motivate industry participants toward the development of a technical proposal describing how the offeror proposes to meet the requirements/objectives set forth in the RFP. Requirements are divided into three categories as follows:

(1) The contractor's workforce consists of the on-site organization and backup personnel resources. The offeror is required to provide information describing the proposed organizational structure including the number of personnel, shifts, experience level, skills, and qualifications of each member of the workforce.

(2) The tasks to be accomplished by the contractor as listed in the SOW.

(3) The offeror is required to provide man-hour estimates for tasks to support the workforce as defined in the proposal.

f. Request for Proposal (RFP).

The TPR, SOW, contract schedule, and CDRL are assembled by the contract negotiator into the Request for Proposal (RFP) and released to industry. The publication of the RFP begins the COMS contract acquisition phase. Once the RFP has been distributed to the prospective offerors, the pre-proposal conference is scheduled. This conference allows prospective offerors to assemble on site for the purpose of inspecting and assessing the status of the equipment and evaluating the material support package to determine required resources for performance of the proposed contract.

g. Response of Contractors to Request for Proposal.

Prospective offerors respond to the RFP by submitting technical and price proposals to the NAWCTSD Contracting Officer. The COMS team evaluates each of the proposals to ensure that only those offerors who have provided a technically acceptable plan that meets the COMS requirements will be invited to continue in the contract acquisition. For those offerors with acceptable proposals, the contract negotiator issues a request for BAFO. The contractors respond to the BAFO request by submitting their final price proposals to accomplish their respective technical proposals. The COMS team will now review each offeror's final offer. The contract is awarded upon determination that the offeror is responsive and responsible. A contract administration plan will be an attachment to the contract and the Contracting Officer's Representative (COR) will be appointed by name, address, and phone number in the contract award document.

h. Contractor Enters Mobilization Phase.

The COMS contractor now enters the mobilization phase. That is, the contractor must acquire personnel, conduct training, and perform tasks required before assuming full responsibility for the COMS requirements. The COMS team meets with the contractor representatives in the precontractor support date conference chaired by the COMS Manager to ensure that all parties fully understand performance requirements under the terms of the contract. On the established Contractor Support Date (CSD), the contractor assumes full content responsibility for accomplishment of

all operator and maintenance tasks covered by the contract.

i. Contracting Officer Representative (COR).

Due to the nature of the contractor's services, place of performance, and technical expertise needed to ensure satisfactory administration of the contract, an on-site device custodian is nominated by the device custodian organization to be the COR. The COR is required to

SOW Item	Government Responsibility	Contractor Responsibility
1. Space	Provides existing	Additional if needed
2. Office furniture/equipment	Provides existing	Additional if needed
3. Utilities	Provides	Off-Base Telephone
4. Janitorial Services	Optimal	Assigned Areas
5. Facilities Maintenance	Provides	---
6. Security/Access Control	Optimal	---
7. Personnel Identification	Provides	Assists Enforcement/Access Control
8. Parking	Provides	---
9. Maintenance		
a. Operational Equipment	Provides Intermediate and Depot Level	Provides Operational Level
b. Preventive	---	Provides
c. Trainer Peculiar Maintenance	---	
(1) Operational Level	---	Provides
(2) Intermediate Level	---	Provides
(3) Depot Level	---	Provides
d. Software	---	
(1) Media		Maintains
(2) Program Data	Provides	Stores/Protects/Uses
(3) Trouble Isolation	---	Performs
10. Maintenance Support Package		
a. Tools & Support Equipment	Provides Peculiar	Controls/Uses/Maintains
b. Common Tools	---	Provides
c. Spare Parts		
(1) Training Peculiar	Initial Spares	Stores/Replenishes
(2) Operational Equipment	Provides	---
d. Technical Data Support	Provides	Stores/Maintains/Updates
e. Consumables/Expendables	Provides Sometimes	Usually Provides
11. Trainer Operation	Provides Sometimes	Usually Provides
12. Trainer Availability	---	Provides to meet SOW training schedule requirements.

Figure IV-C-2. COMS Statement of Work (SOW) Content

1. Monitor services being performed to assure that the contractor utilizes maintenance methods that are not detrimental to the service life of government equipment.

2. Serve as the contact point through which the contractor can relay questions and problems to the Procurement Contracting Officer (PCO).

3. Participate in development/revision of COMS contract Statement of Work in development of contract administration plans and evaluating contractor proposals.

4. Alert the NAWCTSD PCO/COMS Manager if inefficient or wasteful methods of operation are noted that may be costly to the government under a cost type contract or "time and materials, and premium time funded" line items.

5. Ensure that a copy of all correspondence concerning administration of the contract is retained in the COR contract file.

6. Review and certify invoices in accordance with the invoicing instructions on the contract.

7. Monitor cost expenditures against estimates to identify potential cost overruns in "time and materials, and premium time funded" line items.

8. Alert the PCO, as appropriate, to any potential problems which may affect cost or performance schedules.

9. Determine causative factors for any slippage in the performance schedule and report to the NAWCTSD POC/COMS Manager or ordering officer, making recommendations for corrective action.

10. Monitor the contractor's performance to assure that appropriate corrective action is being taken on all contractually assigned maintenance/safety actions.

11. Furnish the PCO/COMS Manager with any requests for change, deviation, or waiver (whether generated by government personnel or contractor personnel), including all supporting paperwork in connection with such change, deviation or waiver.

12. Periodically review device records to verify that all contractually required government reporting and record keeping are being performed by the contractor.

13. Collect and analyze availability and utilization information and inform the PCO/COMS Manager of status. Determine and document chargeable and non-chargeable downtime against the contractor. Take action within the contract's terms to minimize government costs.

Figure IV-C-3. Typical COMS/COR Duties/Responsibilities

interface with the contractor's Shift Supervisors on a regular basis. Further, the COR is normally required to evaluate technical repairs, assess the condition of spares and methods of repairs of large systems, and evaluate costs of repairs. The COR is also required to resolve the technical state or condition of large, complex training devices and interface with contractor supervisory personnel for definitions of "down" time and progress of major repairs. Except for Contract Simulator Instruction (CSI), which requires knowledge of the operational system, the COR should be non-military and in most cases, a full time representative. A civilian COR provides stability and the best possibility for development of corporate knowledge of the training device and the system it supports. The CORs should be familiar with Navy organizational structures to support training and training devices, and with the requirements of training and support logistics for the training devices under their cognizance.

j. Training Requirements of COR.

There are certain COR training requirements which must be satisfied by the nominee. If the nominee has met these requirements, he/she is appointed by the Contracting Officer. The COR is given a charter of responsibilities from the Contracting Officer and is identified as COR in the contract. Acting as liaison between the contractor and other government personnel on-site, the COR is a principal in the administration of the contract and evaluation of contractor performance. (Some typical COMS COR duties are listed in Figure IV-C-3). At many device sites, NAWCTSD In-Service Engineering Officers (ISEOs) provide Engineering and Technical Support (ETS) and logistic support to device custodian COMS CORs. As the local NAWCTSD point of contact or interface, the ISEO can help the COR solve unique support problems and obtain or provide answers to the questions related to NAWCTSD support. The ISEO also provides local planning, scheduling, coordination, and liaison with the COR to ensure that COMS, NAWCTSD on-site support actions, and COR work planning actions optimize accomplishment of all on-site support actions.

5. TEMPORARY POST ACQUISITION SUPPORT BY THE PRIME CONTRACTOR FOR NEWLY PROCURED TRAINING DEVICES.

a. The NAWCTSD is responsible for providing comprehensive interim support to device users until a COMS contract is implemented. To stabilize the transition from prime contractor support during the initial support period to operational phase, NAWCTSD established a general acquisition policy that full Contractor Logistics Support (CLS) will be provided by the prime contractor for a limited period of time after the device RFT date. Under CLS, the prime contractor will provide total operation, maintenance, and material support as a provision of the basic contract and will be responsible for ensuring that trainer operational availability objectives are met. CLS will normally be implemented in one year increments until sufficient operational and logistics support stability has been achieved to permit a smooth transition to a COMS contractor. The general procedures established to implement this policy are as follows:

(1) Procurement packages for trainers which will be supported by COMS will contain a requirement of full prime contractor CLS to commence at device RFT date and continue until device stability, logistic sufficiency, and funding availability.

(2) CLS will be procured on the basis of device operational availability, with appropriate payment deductions for nonperformance.

(3) CLS will be procured incrementally in one year options, except for the first year, which shall be for the period of time remaining in the fiscal year following RFT.

(4) In the event that another form of interim support has been provided by the sponsor (e.g., a fully funded test and evaluation period is usually investment funded for a single year), CLS will follow in the next year.

(5) Selection and procurement of logistics data and material will be tailored such that broad competition for COMS may be ultimately achieved and that the COMS contractor can provide material and maintenance support without reliance on the prime contractor. Each logistics element must be addressed with these goals in mind.

b. CLS will be converted to COMS at the earliest practical time consistent with device stability and supportability. Timely notification of proposed COMS conversion dates is an Integrated Logistics Support Manager responsibility.